NGWMN Proposal Checklist									
State									
Agency									
Principal Investigator Name									
Checklist items	Overall		Ok	jectives	included	l in Propo	osal		
(Enter 'Y' or 'NA' in each light grey box)	Proposal	1	2A	2B	3	4	5	6	
	Reminde	rs							
Proposal must be submitted by 4 pm EST on the proposal due date. Late proposals will not be considered for funding									
Check applicant eligibility requirements in section C1 of t	he Prograi	m Annou	ıncemen	t to be sı	ure you a	re eligib	e for fun	ding	
Proposals that do not include a detailed budget for each	Objective	applied f	or will n	ot be rev	riewed				
Gene	eral Requir	ements							
Proposal has been proofread									
Budgets have been checked for accuracy and use of the suggested format									
Proposed project start and end dates are within range									
Federal funding is less than \$150,000 per year									
Proposal is less than 20 pages excluding figures and tables. Font size is at least 12 pt (even on tables)									
Proposal is in PDF Format and includes all tables,				_	-	-			
figures, budgets, the Data Management Plan, and									
letters of support.									
Adequate background information is provided									
Agencies that provide data to the NGWMN through									
another agencies database must describe the delivery in									
the Background Information section									
Includes table of recent NGWMN projects									
Framework document or Tip Sheets are referenced									
References NGWMN Well Density guidelines when									
proposing gap filling activities Letter of support from local USGS WSC if monitoring is									
part of a USGS Cooperative Matching Funds project									
Letter of support from other agencies that will be									
participating in the project									
Staff qualifications are shown for staff listed in budgets									
Data Management plan is included									
If indirect costs exceed 10%, a current Negotiated Rate									
Agreement is included									

N	laps and Ta	ables							
Includes a table of sites for which work is proposed									
Tables of sites include the NGWMN ID, the Principal Aquifer, and the well depth									
Includes a map of all sites for which work is proposed									
Maps have a scale bar, north arrow, and explanation									
Maps include the Principal Aquifer									
Zoomed in maps include an inset map									
Checklist items	Overall Proposal	1	2A	2B	Objective 3	es 4	5	6	
Budgets									
Includes overall project budget									
Includes detailed budget for each objective									
Uses budget formats in the Program Announcement									
Detailed budgets include the Objective summary table									
Costs and hours for the work are reasonable									
Tasks in workplan are listed in detailed budget									
Budgets are separated out by individual task and by staff member (not lumped for each staff member)									
In-kind services work tasks are itemized									
Costs for tasks done by contractors are itemized									
New Data Pro	vider Proje	ect Requi	irements						
Describes existing monitoring networks									
Describes data storage and IT infrastructure									
Describes approach for developing web services									
Discusses how new sites will help fill gaps in NGWMN (references well density guidelines)									
Includes map of potential sites that includes existing NGWMN sites									
References site selection and classification tip sheets									
No work is proposed under Objectives 4, 5, or 6									

Objective requirements								
No Federal funds are requested for data collection, data entry, or data management for routine data collection								
The need for the work is justified								
All sites for which work is proposed are in NGWMN Registry								
Includes a table of sites for which work will be done under the objective								
Includes a map of sites for which work will be done under the objective								
States the benefits of the work to the NGWMN								
Workplan for objective includes detailed tasks								
Tasks in workplan are in detailed budgets								
Includes timeline for each objective.								
Timelines include annual progress report (for multi-year projects) and the final project report								
Equipment with a single item cost of more than \$5,000 has a quote included in the proposal								
Data collection methods are described in the Data Management Plan								
Data collection quality assurance is described in the Data Management Plan								
Workplan includes task for final report								

Ch a aldiat itama	Overall Objectives							
Checklist items	Proposal	1	2A	2B	3	4	5	6
Requirements for specific objectives								
No match is required for Objectives 1, 2A, 2B, or 3								
Provides at least 25% in-kind services match for								
Objectives 4, 5, or 6								
No funding for travel under Objectives 1, 2A, or 2B								
2A: Includes task to verify that data is flowing to the NGWMN								
2A: Funding is less than \$20,000 per year for agencies serving less than 500 sites								
2A: Agencies with more than 500 sites that are requesting more than \$20,000 under Objective 2A must justify the additional costs								
3-6: Data from agency is flowing to the NGWMN.								
4: A paragraph is included for each well for which well rehabilitation, redevelopment, or repair is proposed								
4-5: Equipment rental fees are reasonable and justified								
5: Includes a table of proposed wells to be drilled with the cost per well shown								
5: Map shows proposed new sites and all existing NGWMN sites								
5: A paragraph is included for each well for for which drilling is proposed								
5: Drilling costs are split out in budget table (mobilization, per foot cost, travel, casing, grout, etc)								
5: Construction Assurances Form (SF-424D) is attached								
5: Newly drilled wells that will be added to the Water-								
level Network are to be equiped with water-level monitoring equipment								
6: Make, model, and cost of proposed equipment is provided								
6: Per well limits are not exceeded								
6: Costs of cable are listed separately in budget								
	1							
Name of Principal Investigator who completed checklist								
Name of individual who reviewed proposal and checklist								
Date Completed								